

*Manual - II*  
*Powers and duties of its officers and employees*  
*(Section 4 (1) (b) (ii))*

**EMERGENCY SECTION**

**Main function of the Emergency Section**

- ❖ Recording of Rain fall data.
- ❖ Water Gauge reading & Monitoring of the River during Flood.
- ❖ Preliminary & Final Damage assessment report relating to Flood Cyclone, Drought, etc.
- ❖ Compilation of crop cutting report and weather crop condition report.
- ❖ Submission of project report relating repair and restoration of Public Utility to Spl. Relief Commissioner (SRC), Orissa & Government.
- ❖ Advance weather warning relating to flood cyclone and drought.
- ❖ Disbursement of CMRF & PMRF.
- ❖ Governor discretionary Grant.
- ❖ Establishment Matter of Emergency Section.
- ❖ Sanction of Ex-gratia on death cases relating to Sunstroke, Lightening, Fire Accident, Boat Capsize and other disasters as per Para – 254 of Orissa Relief Code.
- ❖ Compliance of Audit and Inspection report relating to relief Accounts.
- ❖ O.J.C. Matter relating to Ex-gratia and other matters of Emergency Section.
- ❖ Stock and Store of Relief Materials.
- ❖ Progress of Disaster Risk Management (DRM) Programme under O.S.D.M.A. assistance.
- ❖ Year wise allotment, Expenditure and U.C. position under different units like; CRF, NCRF, NFCR.
- ❖ Membership Income & Expenditure out of Red Cross.
- ❖ Financial Assistance to the poor out of Red Cross Fund
- ❖ Training Programme on Disaster Management.
- ❖ Conducting different preparatory meetings before Heat Wave, Flood, Cyclone and other Natural Calamities.

Sl. No	Name & Designation of Post	Power				Duties
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1	Sri Pradipta Kumar Pattnaik, IAS Collector, Kendrapara	Heads of Administration	Sanctioning Authority of all financial matter.			
2	Sri Rudra Narayan Mohanty, OAS-I (JB), Dy. Collector, Emergency Section.	Powers as delegated by the Collector				Overall supervision and monitoring for smooth management of Emergency Section.
3	Sri Chandramani Behera, H.C.					Overall supervision and monitoring the work of Emergency Section. Matters relating to OJC, OAT cases and Assembly question.
4	Sri Sisir Kumar Rout, S.C. (On deputation from District Panchayat Section)					Allotment of funds for repair reconstruction of building / cyclone shelter. Correspondence relating Natural Calamities like : Flood, Drought, Cyclone, Heat wave etc.
5	Sri Raghunath Das, S.C.					Correspondence on Press clipping, Chief Minister Relief Fund of Govt., Correspondence on Gratitude relief, DRM matters, Submission of UC, Rail fall data, Gauge Reading Data, Meeting compliance, Audit & Inspection, type work.
6	Sri Mahendra Sahoo, S.C.					CMRA under control of Collector, Power Boat establishment, Bill budget, Red Cross matter, Computer work.
7	Sri Debendra Nath Mohanty, S.C.					Stock and store, Fire action, Sanction of Ex-gratia, Report and return, Payment of vouchers, Control room arrangement, Diary-Issue Despatch.

8	Sri Chandramani Swain, Tindol					Distribution of Letters to different offices and help in office work
9	Sri Bhagyadhar Sahoo, OP (Deputed from C.O., Marsaghai.)					Distribution of Letters to different offices and help in office work
10	Sri Jenamani Kar, P.S. (Deputed on C.O., Kujang.)					Distribution of Letters to different offices and help in office work

*Manual - III*

*The procedure followed in the decision making process, including channels of supervision and accountability :*

*(Section 4 (1) (b) (iii)*

**EMERGENCY SECTION**

Any proposal received from BDOs, Tahasildars, or line department officers are entered in the diary register. Then it is put to the Emergency Officer through the concerned clerk and the Head clerk after examining the proposal. The Emergency Officer endorses the file to the ADM after necessary scrutiny of the same. The ADM send the proposal to the Collector for final approval.

**Flow Process Chat**

Sl. No.	Activity	Level of Action	Time Frame
1	To receive proposal / case record / Beneficiaries list / Application	Clerk / Diarist	Same day
2	Proposal Handed over to concerned clerk.	-do-	-do-
3	Examining the proposal	Dealing Clerk	2 to 3 days
4	Submission of file to Head Clerk	-do-	Same day
5	Scrutiny at the level of Head Clerk	Head Clerk	One day
6	Submission of file to District Emergency Officer after scrutiny	Head Clerk	Same day
7	Examining the file & submission to District Emergency Officer.	District Emergency Officer	Same day
8	Scrutiny / Approve / send to the Collector for approval.	Addl. District Magistrate	Same day

*Manual - IV*

*The norms set by it for the discharge of its functions ;*

*(Section 4 (1) (b) (iv)*

**EMERGENCY SECTION**

Sl. No.	Activity	Time frame / Norm	Remarks
1	Diary of letter	3 minutes per letter	

2	Dispatch of letter	5 minutes per letter	
3	Typing Job	30 pages per day	
4	Writing of notes and drafts	It depends upon the nature and gravity of the letters received and answer to be sent accordingly	
5	Scrutiny of proposal	It depends upon the nature of the proposal received from different quarters.	

*Manual - V*  
*The rules, regulations, instructions, manuals and records used for discharging functions ;*  
*(Section 4 (1) (b) (v))*

**EMERGENCY SECTION**

**List of Regulation, Instructions Manuals and Records**

Sl. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications
1	Orissa Relief Code	1. Relief Organisation 2. Drought 3. Flood 4. Cyclone & Tidal Disaster 5. Fire Accident & Fire Relief 6. Relief Work	-	-
2	Guard File	All important circulars and Executive Instruction of Govt. & SRC.	-	-

*Manual - VI*

*A statement of the categories of documents held by it or under its control ;*  
*(Section 4 (1) (b) (vi))*

**EMERGENCY SECTION**

**A statement of the categories of Documents that are held by it for under its control.**

Sl. No.	Nature of Record	Details of Information available	Unit / Section where available	Retention period, where available
1	Rainfall Register	Registration of data wise, Block wise Rainfall data	Emergency Section	-
2	Gauge Register	One Register is maintained	Emergency Section	-
3	Sun-Stroke Register	To maintained the Name &	Emergency	-

		Address, Date & Time of each alleged Sun-Stroke death cases.	Section	
4	Allotment Register on different units	To maintained unit wise, year wise allotment received from SRC.	Emergency Section	-
5	Stock and sore Register	To maintained the details of the person died due to Disaster & sanction of Ex-gratia assistance	Emergency Section	-
6	Ex-gratia Register	To maintained the details of the person died due to Disaster & sanction of Ex-gratia assistance	Emergency Section	-
7	Assemble Question Register	To maintained the status of Assembly question register	Emergency Section	-
8	Index Register	To maintained opening of different files having new collection	Emergency Section	-
9	Issue Register	To maintained the letters issued from the section.	Emergency Section	-
10	Diary Register	To maintained the letters received by this section.	Emergency Section	-
11	Control Room Register	To maintained the duty chart of the officers and staffs attending control room duty	Emergency Section	-

### *Manual - VII*

*The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;  
(Section 4 (1) (b) (vii))*

### **EMERGENCY SECTION**

Details of consultative committee & other bodies with consultation are held

Sl. No.	Name & Address of the Consultative Committees / Bodies	Constitution of the Committee / Body	Role & Responsibility	Frequency of meeting.
1	Dist. Natural Calamity Committee Meeting.	All M.P.s & M.L.A.s, All Sub-Collectors, All BDOs, All Tahasildars, All Line Department Offices.	To formulate the advance plan to tackle any disasters and to review the measures taken in combating any disaster	Twice a year.

### *Manual - VIII*

*A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public ;  
(Section 4 (1) (b) (viii))*

### **EMERGENCY SECTION**

Statement of Boards, Councils, Committees & other bodies constituted.

<b>Sl. No.</b>	<b>Name &amp; Address of the Bodies</b>	<b>Main functions of the Body</b>	<b>Constitution of the Body</b>
1	Dist. Natural Calamity Committee Meeting.	1. To formulate the advance plan to combat on disaster & to review the steps taken in handling the disaster. 2. To approved the District Management Plan	All M.P.s & M.L.A.s, Sub-Collector, All BDOs, All Tahasildars, All Line Department Offices.

*Manual – IX  
Directory of its officers and employees ;  
(Section 4 (1) (b) (ix))*

### **EMERGENCY SECTION**

<b>Sl. No.</b>	<b>Name and Designation</b>	<b>Office Phone No.</b>	<b>E-mail address</b>
1	Sri Rudranarayan Mohanty, (OAS) D.E.O., Kendrapara	06727-232803 (Office)	
2	Sri Chandramani Behera, H.C.	06727-232803 (Office)	
3	Sri S.K. Rout, S.C.	06727-232803 (Office)	
4	Sri Raghunath Das, S.C.	06727-232803 (Office)	
5	Sri M.K. Sahoo, S.C.	06727-232803 (Office)	
6	Sri D.N. Mohanty, J.C.	06727-232803 (Office)	
7	Sri Chandramani Swain, Tindal	06727-232803 (Office)	
8	Sri Jenamani Kar, PS	06727-232803 (Office)	
9	Sri Bhagyadhar Sahoo, OP	06727-232803 (Office)	

*Manual – x*

*The monthly remuneration received by each of officers and employees, including the system of compensation as provided in its regulations ;*

*(Section 4 (1) (b) (x))*

**EMERGENCY SECTION**

SI. No.	Name of the Employees with Designation	Net Pay Monthly	P.B. / Gr. Pay	Total Remuneration
1	2	3	4	5
1	Sri Rudranarayan Mohanty, Oas I/C District Emergency Officer, Kendrapara	Rs. 13734/-		
2	Sri Chandramani Behera, H.C., Incharge	Rs. 15595/-		
3	Sri Sisir Kumar Rout, S.C., (On Deputation from G.P. Section)	Rs. 10993/-		
4	Sri Raghunath Das, S.C., (On Deputation from District Planning Office)	Rs. 9453/-		
5	Sri Mahendra Kumar Sahoo, S.C.	Rs. 6200/-		
6	Sri Debendranath Mohanty, J.C.	Rs. 10453/-		
7	Sri Chandramani Swain, Tindal, (Peon)	Rs. 7600/-		
8	Sri Jenamani Kar, PS (On Deputation from C.O. Office, Kujanga)	Rs. 7,200/-		
9	Sri Bhagyadhar Sahoo, OP (On Deputation from C.O. Office, Marsaghai)	Rs. 7200/-		

*Manual – xi*

*The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;*

*(Section 4 (1) (b) (xi))*

**EMERGENCY SECTION**

SI. No.	Name of the plan scheme	Activities to be under taken	Amount Sanctioned	Amount Disbursement
1	2	3	4	5
1	H.B. Assistant (Fire	Repair restoration of House gutted by fire	Rs. 500000/-	Rs. 500000/-
2	CRF input Assistant	Assistance to Agricultural Farmers	Rs. 538640/-	Rs. 538640/-
3	Ex-gratia (Lightening)	Died due to Lightening	Rs. 500000/-	Rs. 500000/-
4	Grin kind	Supply of Flood due to Natural Calamity	Rs. 5814348/-	--
5	TC of Flood grains	Transportation charges of food grains.	Rs. 243000/-	--
6	Contingent Expenditure	To expenditure Rs. 50000/- 50,000/- of offices for Hailstorm at Rajkanika	Rs. 50000/-	50000/-

		Tahasil		
7	Payment of Assistance of person whose animals lost by Hailstorm	Payment of Assistance to persons who have lost their animals in Hailstorm at Rajkanika	Rs. 1155000/-	Rs. 1154730/-
8	H.B. Asst. (Hailstorm)	Repair / restoration of Houses damaged due to Hailstorm.	Rs. 6579000/-	Rs. 6578500/-
9	Ex-gratia and Grivious injury (Hailstorm)	Died/injured due to Hailstorm	Rs. 2068000/-	Rs. 2068000/-
10	Assistance to clothing and utensil (Hailstorm)	--	(Clothing) Rs. 1326000/- (Utensil) Rs.1326000/-	Rs. 1028000/-  Rs. 1028000/-

### NON PLAN BUDGET-2009-10

Major Head	Activities to be performed	Sanctioned Budget (in Rs.)	Amount disbursed in Rs.
1	2	3	4
32245 RANC	Pay	543000.00	263780.00
	DA	119700.00	55409.00
	HRA	28000.00	10108.00
	OA	--	--
	OC	5000.00	4997.00
	MV	--	--
	RCM	5000.00	--
	OE	8000.00	--
	TE	5000.00	--
	TELEPHONE	8000.00	7998.00

#### *Manual – xii*

*The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes ;  
(Section 4 (1) (b) (xii)*

### **EMERGENCY SECTION**

Nothing to comply

#### *Manual – xiii*

*Particulars of recipients of concessions, permits or authorizations granted by it ;  
(Section 4 (1) (b) (xiii)*

Nothing to comply

*Manual –xiv*  
*Information available in an Electronic form*  
*(Section 4 (1) (b) (xiv)*

Some information is available in Official Website of Kendrapara District ([www.kendrapara.nic.in](http://www.kendrapara.nic.in))

*Manual – xv*  
*The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use ;*  
*(Section 4 (1) (b) (xv)*

**EMERGENCY SECTION**

Only certify copies of any Records can be available through District Record Room.

*Manual – xvi*  
*The names, designations and other particulars of the Public Information Officers :*  
*(Section 4 (1) (b) (xvi)*

**FIRST APPELLATE AUTHORITY**

Sl. No.	Name & Designation of the Officer designated as PIO	Postal Address	Telephone No.	e-mail address	Demarcation of area / Activities, if more than one PIO is there.
1	Sri Ashok Kumar Panda, OAS (S) Addl. District Magistrate, Kendrapara.	Collectorate, Kendrapara	06727-232601		For Collectorate, Kendrapara

**PUBLIC INFORMATION OFFICER**

Sl. No.	Name & Designation of the Officer designated as PIO	Postal Address	Telephone No.	e-mail address	Demarcation of area / Activities, if more than one PIO is there.
1	Manjulata Mallik, OAS-I (JB) Dy. Collector, Election.	Collectorate, Kendrapara	06727-232701		For Collectorate, Kendrapara

**ASST. PUBLIC INFORMATION OFFICER**

Sl. No.	Name & Designation of the Officer designated as PIO	Postal Address	Telephone No.	e-mail address	Demarcation of area / Activities, if more than one PIO is there.
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1	Sri Dharanidhar Jena, J.C.	Collectorate, Kendrapara			For Collectorate, Kendrapara
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*Manual – xvii*  
*Other information as may be prescribed*  
*(Section 4 (1) (b) (xvii))*

Nothing to Comply.